



## DEPARTMENT OF FINANCIAL INSTITUTIONS

### 2019 STREAMLINED RENEWAL PROCESS Collection Agency License

***The AZDFI's renewal instructions have changed since last year. Please read through the instructions carefully. Furthermore, if a requirement from a previous renewal season is not listed, it is no longer required.***

Collection Agencies licensed in Arizona are encouraged to participate in the Streamlined Renewal Process through the Nationwide Multi-State Licensing System & Registry (NMLS) in order to renew applicable licenses between November 1, 2018 through December 31, 2018.

Licenses and registrations in any status other than an "Approved" equivalent status are not eligible for Streamlined Renewal. Any outstanding deficient license items will prevent Streamlined Renewal until the deficient license items have been addressed and cleared. Licensees should check the status of their license for any deficient license items and address these prior to submitting their renewal request.

**The steps listed on the following page must be completed on or before December 31, 2018 in order to avoid penalties.**

**If all renewal steps have not been completed on or before January 31, 2019, your license will expire. Since renewing your license on time is a statutory requirement, no exceptions will be given. If your license expires, you will have to apply for a new Arizona license(s) in order to transact business in Arizona.**

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**The AZDFI recommends that all Licensees review the detailed instructions found on the [NMLS Resource Center](#) carefully. **RENEWALS MAY BE PREVENTED OR REJECTED IF OUTSTANDING LICENSE ITEMS ARE NOT ADDRESSED**. Failure to pay any outstanding fees, including licensing fees, examination fees, or late fees, may result in non-renewal of licenses.**

The [NMLS Resource Center](#) has valuable tools to assist in the NMLS 2019 Streamlined Renewal Process, including a [Company Renewal Quick Guide](#), [Training Workshops](#), [State Licensing Information](#), as well as the [2018 Renewal Checklists](#).

For questions regarding Arizona Renewal Requirements, contact the AZDFI Licensing Department at (602) 771-2800 option 1, or by email at [licensing@azdfi.gov](mailto:licensing@azdfi.gov). For technical assistance with requesting renewal, paying fees, or uploading documents, please call the NMLS Call Center at (855) 665-7123.

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## **COLLECTION AGENCY LICENSE**

### **1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS**

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company), MU2 filing(s) (control persons), and MU3 filing(s) (branches).** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads, and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

### **2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS**

**Renewal requests must be submitted through the NMLS between November 1, 2018 and December 31, 2018.** During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the "Do Not Renew" option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

***ALL FEES PAID THROUGH THE NMLS ARE NON-REFUNDABLE.***

**AZ Collection Agency Company License Annual Renewal Fee: \$600**  
**NMLS Company Annual Renewal Processing Fee: \$100**

**AZ Collection Agency Branch License Annual Renewal Fee: \$200 per branch**  
**NMLS Branch Annual Renewal Processing Fee: \$20**

### **3. UPLOAD FINANCIAL STATEMENT(S) INTO THE NMLS**

**Financial Statements are required to be uploaded into the NMLS as a compressed PDF in the "Financial Statements Summary" section of the NMLS.** You must include a Financial Statement to cover the period of January 1 through December 31 of the previous calendar year and a YTD Financial Statement. The AZDFI does not accept paper copies of financial statements. Active deficiencies concerning prior fiscal year financial statements will prevent the company from submitting a renewal request. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

### **4. UPLOAD THE [AZDFI FICTITIOUS NAMES REPORT](#) INTO THE NMLS**

**The AZDFI Fictitious Names Report is required to be uploaded into the NMLS in the "Document Uploads" section of NMLS. Choose "Document Samples" as the Document Type.** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*